



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

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WORKFORCE INVESTMENT NOTICE: 05-11

Workforce Investment Act

FROM: John J. O'Hare, Administrator- Workforce Investment Office

SUBJECT: Interim WIA Data Element Validation Policy

DATE: April 25, 2006

1. **PURPOSE.** To establish interim policy for WIA Data Element Validation.
2. **REFERENCES.** USDOL, ETA, TEGL 14-00, Attachment E and TEGL 3-03, Change 3, Attachment A.
3. **BACKGROUND.** The U.S. Department of Labor initiated WIA data element validation in August 2003. Data element validation involves on-site reviews of a sample of participant records against source documentation to ensure the accuracy of WIA performance reporting. The sample of files is selected by U.S. Department of Labor (USDOL) software from data submitted by the state for its annual report.

Referenced USDOL, ETA TEGLs are attached and made a part of this issuance. View these documents at:

http://www.ows.doleta.gov/dmstree/tegl/tegl2k/tegl_14-00ae.pdf

http://wdr.doleta.gov/directives/attach/TEGL3-03-Ch3_attach1.pdf

These documents were used to perform PY 2004 WIA Data Element Verification. Each WIA data element that is subject to the validation requirements is listed, along with the definition of the data element, and the federal sources allowed for validating the element. Each data element listed must have at least one hard copy data source from the allowable list in the participant's file.

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- 4. ACTION.** Under separate cover, the State Workforce Investment Office (SWIO) issued to the Local Workforce Areas the Data Validation findings for Adults, Dislocated Workers and Youth. The report package includes action to be taken, copies of the WIA Data Element Validation Summary and Analytical Report for each group, and Appendix G of the WIA Validation Handbook, which describes how the sampling and error rate estimations were generated and calculated.

Because of Common Measure implementation, a revised list of elements and required source documentation will be issued later this year by USDOL. At that time, SWIO will look to add state-specific sources that will be used for Rhode Island data element validation. This will be done in coordination with the two local workforce areas, the approval of the regional office of DOL, and the issuance of WIA data element validation policy. In the interim, Rhode Island will continue to utilize the current list of elements and source documentation outlined in the attached referenced documents.

- 5. INQUIRIES.** Questions concerning this WIN may be directed to me at 462-8782 (johare@dlt.state.ri.us) or Donna Treglia at 462-8784 (dtreglia@dlt.state.ri.us)